RHSPA PARENT PORTAL

Now you can access your account with us at any time! Update your information, register your students, make payments, view your balances and statements, review our policies, and much more!

Instructions for Accessing the RHSPA Parent Portal for the First Time:
PLEASE NOTE: **In order to use the Customer Portal, you must have a valid email on file with us, and your email program must accept mail from info@rhspa.com**

1. Navigate to **www.rhspa.com** and click on the "Parent Login" link located on the right side of the page.

2. You will be directed to a new window with our studio logo to the left and a boxed login area to the right. In the boxed area, enter the email address that you have on file with us at the studio and click on "I don't have or know my password." A password will be randomly created and sent to you immediately by email.

3. Retrieve your temporary password from your email, then return to the login screen and log in to your secure personal account page.

4. Change your password to something you will remember under the My Account tab. Be sure to click on the SAVE button whenever you've made changes.

5. Click on a tabbed area (News, My Account, Fees & Payments, My Contacts, My Students, My Classes, Registration, Policies) to view detailed information or choose from the drop down list next to " I want to:"

6. Be sure to log off after you've completed your session by clicking on the Sign Out link in the upper left corner of the main page.

IMPORTANT NOTES & TROUBLESHOOTING
If you click on the "I don't have or know my password" link and do not receive an automatically generated password in your email inbox, it is likely that the email address you've provided is not the one we have on file. Please contact us at 773-850-1487 or via email at info@rhspa.com, so we can correct the email account associated with your account.

You may access your secure account via the Customer Portal link in our website at any time. Check the NEWS tab regularly for important news and upcoming events.